

## Defendant's Trial Exhibit 126

## TEAM MEETING

12/13/11



phone, or e-mail

- ✓ Fiona Boyle
- ✓ Maria Anger
- ✓ Luan Hajjar
- ✓ Martha Wieschaert
- ✓ Alan Motes
- ✓ John Kosak
- ✓ Beriah Fullilove
- ✓ Cara Montgomery
- ✓ Vivian Moore
- ✓ Desiree Miller
- ✓ Steve Peterson
- ✓ Latasha Baldwin
- ✓ Dennis Goldsmith
- ✓ Tanisha Jordan
- ✓ Nick Pizzurro
- ✓ Alicia Esteele
- ✓ Natalie Reeser

~~S. More~~  
~~M. Anger~~  
~~L. Hajjar~~  
~~M. Wieschaert~~  
~~A. Motes~~

~~J. Kosak~~  
~~B. Fullilove~~  
~~C. Montgomery~~

~~V. Moore~~  
~~D. Miller~~  
~~S. Peterson~~  
~~L. Baldwin~~  
~~D. Goldsmith~~

~~T. Jordan~~

~~N. Pizzurro~~  
~~A. Esteele~~  
~~N. Reeser~~





## Meeting Agenda

Tuesday December 13, 2011 4:30pm

### Topics:

- Introductions
- Working session with couriers and lab assistants to streamline pick up process
- HFML Lab Assistant Policies and Guidelines
  - Lunches and breaks Deidre, Alacia, Shelly, Vivian
  - Signing in and out, email upon arrival - JP, AM, NP
  - Time cards ~
  - Email etiquette ~
  - General responsibilities ~
  - Specimen labeling and drawing guidelines
  - Phone etiquette
  - Patient care protocol
  - Treatment of co-workers
- Cell phone use policy ✓
- New fax cover sheet ✓
- AutoPrint troubleshooting checklist ✓
- HFML 24 hr urine guide ✓
- Adding a physician and faxing to HFH main ✓
  - Drawing and processing a non-HFMG patient at HFMG facility
  - HFML-HFMG staff instructions for filling out a rx
  - Known sample defect form
  - MIQ
- Quality measures ✓
  - Review all of the requisitions that have been input for the day ✓
  - Check for dx codes and tests that have been ordered ✓
  - Spelling of names ✓
  - Male/Female ✓
  - Insurance verification ✓
- Bill to account should only be used at Nursing Homes ✓
- Ordering cultures ✓
  - Orders for multiple cultures on a single patient must be placed with a collect date and time difference of at least 1 min apart.
  - Do not order multiple cultures on a single patient with the same collect date and time.
- Pediatric draws ✓
- Patient results ✓
  - We are not allowed to release results or give copies of results directly to patients.
  - The release of results to a patient is between the patient and the ordering physician.
- "Copy to" ~
- 2012 Forecast
  - Where we are
  - Where we want to be in 2012
  - Importance of keeping business and taking care of our Clients
- Recognitions

### Fire Drill Training

Checklist

Recognition  
Cafeteria  
John Allen  
Clerical weekend  
Desiree Shelly  
Naturel CTFSC  
ULMC Tailor  
Baptist and  
Darsee Silverman  
GM CHI Webster  
Nursing Home Staff (Meagan, Debbie, Valerie)

### \*\*\*Note\*\*\*

Please add this agenda to your FYI books for reference.